

User Permissions Concerning Reporting

Each Schoolnet user has an assignment to one or more roles that determine what he or she can see and do in Schoolnet. Some roles have inherent rights, such as the Teacher role, with which a teacher can view data for any student associated with that teacher. Operations grant members of user roles certain additional functions, such as the ability to publish reports.

Users can view students they have had permission to view in the past, unless the settings are modified to restrict access. To limit visibility to currently enrolled or taught students only, contact your Schoolnet account manager.

Table 1: Typical Setup by User Role

The following instructional material operation assignments are typical. Operations with an asterisk tend to vary widely in whether or not they are assigned to the role. Base your decision on the amount of training provided to these users, the level of autonomy desired for report creation and privacy concerns. Students and parents do not need any user operations.

| Role | Operations |
|--|--|
| Teacher | View student contact information, View reporting dashboard and published reports, View Published Reports <i>With these permissions, teachers will be able to run reports for their own students, run aggregate reports for their school that don't list results by teacher and see overall district scores for district benchmarks.</i> |
| Staff | View basic student information, View student contact information, Manage instruction, View reporting dashboard and published reports, View Published Reports |
| Leadership If 'Manage reports' is not assigned to Leadership because only a smaller group should have this ability, create a custom 'Report Manager' role assigned to users who should be able to publish reports to the school report bank. District-level users can publish reports for the district and also contextualize reports that show school-specific data for each school. See Also: <i>User Management Overview Quick Reference Guide</i> for instructions on creating a custom role. | View basic student information, View student contact information, View student discipline information, View student economic information, Manage instruction, View Published Reports, View reporting dashboard and published reports, Create and Edit Reports, Manage reports* <i>With these permissions, principals will be able to run all classroom and school level reports at their institution and see overall district scores for district benchmarks.</i> |

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Table 2: Description of Operations Applying to Reporting

The following operations impact access to reports and the data available within them.

| Operation | Recommended for: | Description |
|-------------------------------------|---|--|
| View basic student information | Administrators and applicable staff | View student names for the institution where the operation is assigned. Teachers see information for their own students automatically without this operation. Assigning this operation grants access to the student profile for <i>all</i> students at the institution. |
| View student contact information | Administrators, staff, teachers | View student contact information for any of the students the user already has permission to view. |
| View student discipline information | Administrators and other educators depending on policy | View student discipline information for any of the students the user already has permission to view. |
| View student economic information | Administrators | View student lunch status for any of the students the user already has permission to view. |
| Manage instruction | Administrators, any user who needs to view reports by teacher across the school | View the lesson planner and reports for any teacher in the institution where the operation is assigned. Even without 'view basic information' or access to students through section assignment, users with this operation also can see student names in the institution(s) where it is assigned. |
| Create and Edit Reports | Administrators | Not needed for classroom level reports. Required to create reports in the 'Build New Report' menu. Without this operation, users will not have access to the report editing tools of published reports. Provides access to reports by teacher across the district. |
| View Published Reports | All educators | View reports in Published Reports which have been made available to assigned user role. |
| Design/ Manage Analyze reports | None | For internal Schoolnet use only. |
| Manage KPI Goals | System Operators only | Allows users to set KPI goals. |
| Manage reports | System Operators, custom report manager role and sometimes Leadership | Add reports to the Published Reports tabs. |

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|--|---|--|
| View reporting dashboard and published reports | All educators | This operation will grant users access to the benchmark reporting dashboard. Users will have access to the reporting dashboard and related reports for the institution where they are granted this operation, and will inherit this right for any subordinate institutions. With this operation, users will also have access to view the published Report Bank for their institution or all institutions (system-configurable). This operation should be assigned to all educator roles. |
| View Teacher and Section Level Data | Administrators and sometimes teachers/staff | As a best practice, if you will assign the 'View teacher comparison data' operation, assign this one as well. Without this operation, users will not be able to see published analysis spreadsheets, and two pre-formatted reports: Benchmark Analysis by Section Enrollment and Score Group Analysis, which may be linked from tabs in the Reporting Dashboard. |
| View teacher comparison data | Administrators and sometimes teachers/staff | Allows users to view comparison data for other teachers in the Test Report Summary and Standards Analysis benchmark reports. |

Hiding Some Published Reports from Some User Roles

When you publish a report, specify which users will be able to access the report. For most reports, click **Select All**. If teachers are permissioned to view published reports, but you want to hide a few specific ones, use this option. Few districts have any actual users assigned to the Board Member role, so it does not matter if this option is selected or not. In user management you can search by role to see who, if anyone is assigned to a specific role.

Select Security Options

Select All Unselect All

- Teacher
- Leadership
- Employee
- Board Member
- Report Manager

Select roles when publishing a report

Find a User

First Name:

Last Name:

Username:

Institution:

Include all child institutions in search

Role:

Search

Can search by role in user management